Project Management/Business Analyst
Idaho Central Credit Union38 reviews - Chubbuck, ID 83202

Overview

- Do you enjoy working with other people and finding solutions when everyone else only sees problems?
- Are you compelled to initiate action and remain proactive in getting things done?
- Do you take pride in the work you accomplish?
- Does success motivate you to want to do more and be better?
- Can you handle multiple projects at the same time and smile?

If you can answer yes to these questions Idaho Central Credit Union is ready for you to join our team!

As a Business Analyst, your primary function is to analyze and manage our organization's projects, procedures and design solutions to help the organization operate more efficiently and effectively. You will identify new opportunities and processes to meet Credit Union growth and strategic goals.

Responsibilities

- Work directly with business lines throughout the organization to assist in determining business requirements, make recommendations for appropriate solutions and develop new process to achieve improved efficiency. This may require use of alternative data collection methods, data organization, data analysis, custom reporting, cost analysis and advanced spreadsheet design.
- System configuration and maintenance activities of multiple systems.
- Coordinate and collaborate with Credit Union team members and 3rd party vendors to implement solutions to satisfy business needs while maintaining a vision (road map) for future needs.
- Prepare business case proposals and develop thorough project plans including project scope, schedule, resources, budget and risks.
- Partner with business units throughout the organization to understand workflows, processes, data collection, reporting needs and other technical issues associated with application software. Develop and implement process improvement recommendations to satisfy business unit functions and goals.
- Mapping and documenting interfaces between systems.
- Manage multiple projects concurrently in a fast paced environment.
- Ensuring that budgets are adhered to and deadlines are met.
- Lead implementation of a new systems including data migration.
- Planning and working flexibly to meet deadlines.
- Vendor Management
• Write technical policies, procedures and documentation for systems/applications/Products implemented including user guides, troubleshooting guides, etc.
• Keeping up to date with technical and industry developments.
• Other duties and projects as assigned.

Qualifications

Bachelor’s degree, (Computer Science, Computer Information Systems, Business-preferred) and 2-5 years’ experience in Information Technology, Project Management or Financial Industry related fields, required. Strong analytical, organizational, oral and written communication skills. Willingness to work outside of normal business hours. Ability to prioritize, meets deadlines, and manages changing priorities with limited direction. Ability to maintain the confidentiality of the Credit Union and member records at all times.

High level of professionalism. Make recommendations to meet the goals and objectives of the Credit Union functions, procedures, and policies. Must have strong analytical, problem solving, and root cause analysis skills. Logical, process-oriented thinker with a natural sense of urgency. Good interpersonal and client-handling skills with the ability to manage expectations and explain technical details. Must be willing to comply with the Bank Secrecy Act and USA Patriot Act as implemented by Idaho Central Credit Union.

Perform tasks requiring manual dexterity (processing paperwork, filing, stapling, sorting, collating, typing, etc.) Sit for extended periods of time. Lift 20-40 pounds of office supplies (copy paper, computer paper, mail, etc). Repetitive motion using wrists, hands, and fingers. Reach keyboards. Ability to operate basic office machines (calculator, computer, telephone, copy machine, fax machine, etc).

(Keywords: IT, IS, Information Technology, data, program, computers)

Must be eligible for membership at Idaho Central Credit Union to obtain employment.

EOE/Minorities/Females/Vet/Disability

Idaho Central Credit Union is a dynamic financial institution that is focused on helping our members achieve financial success. Established in 1940 we have become the largest and fastest growing financial institution in the state of Idaho. ICCU was voted for large companies the Best Place to work in Idaho. We have also been named by S&P Global Market Intelligence as the top performing credit union in the nation. We are a talent based organization looking for talented individuals to help our members achieve financial success.